

## SECTION 7C

## PROFESSIONAL DEVELOPMENT

Goal: 1 Catholic School professional staff (Administrators, Teachers, Librarians, Specialists) and support staff demonstrate competencies in technology skills and practices related to their responsibilities.

Strategy and/or related Purchase	Phase Year	Person(s) Responsible	Expected Finish Date	Cost	Funding Source
A. Identify a person or persons at each school to form a technology committee or focus group to forward Archdiocesan and local technology goals.	Immediate	Principals at the request of the OCS	October, 2002	none	None
B. Select a standard competency document (for example ISTE- International Society for Technology and Education) and communicate that document's availability.	1	Technology Coordinator	January, 2003	none	None
C. Identify or develop tools to measure the attainment of professional and support staff technology competencies.	1	OCS selected Ad Hoc Team	Spring, 2003	none	None
D. Ensure that school level and/or individual staff development plans appropriately infuse technology.	On-going	OCS selected Ad Hoc Team	Spring, 2003	none	None
E. Identify staff development providers who can address local inservice needs for both individuals and faculties.	On-going	OCS selected Ad Hoc Team	Spring, 2003	none	None
F. Revise the OCS job descriptions to include technology competencies required for the position.	2	OCS Staff	Summer, 2003	none	None

<b>Goal: 2</b>	<b>Professional development reflects current research and best practice.</b>
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Strategy and/or related Purchase	Phase Year	Person(s) Responsible	Expected Finish Date	Cost	Funding Source
A. Create electronic spaces in which websites and documents can be accessed and shared.	2	Technology Coordinator	Fall, 2003	none	None
B. Identify and promote participation in professional organizations.	2, then on-going	Technology Coordinator, Vicariate Asst. Supts.	Fall, 2002	Individual membership fees	Individual professional development funds
C. Identify and maintain a database of instructors, agencies and resources that promote current research and best practice.	2, then on-going	OCS Technology Coordinator	Spring, 2004	Printing costs	OCS budget

<b>Goal: 3</b>	<b>Professional development technology needs will be fully funded.</b>
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Strategy and/or related Purchase	Phase Year	Person(s) Responsible	Expected Finish Date	Cost	Funding Source
A. Secure funds to design and deliver comprehensive staff development	2, then on-going	Grant Writer	Fall, 2003	none	None
B. Develop a system-wide staff development plan that effectively uses federal funds and external funds.	2	Coordinator of Funded Programs, Assoc. Supt for Curriculum	Fall, 2003	none	None
C. Provide assistance to local schools in accessing federal and external funds.	3	Vicariate Asst. Supts., Grant Writer	Fall, 2004	none	None

Goal: 4	Catholic schools provide professional development in technology to support and enhance curriculum instruction and assessment.
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Strategy and/or related Purchase	Phase Year	Person(s) Responsible	Expected Finish Date	Cost	Funding Source
A. Develop, deliver and facilitate diverse technology integration staff development offerings.	On-going	OCS Professional Staff	On-going	\$150,000 each year	Federal funds, grants
B. Ensure that SIP Professional Development Plans incorporate current research and best practice in technology.	On-going	Parish Assistant Supts., SIP Coordinators	On-going	none	None
C. Provide electronic accessibility to OCS documents and guides that support curriculum and instruction.	On-going	OCS staff	On-going	none	None
D. Infuse the application of technology into all inservice and training provided by OCS.	On-going	Assoc. Supt. For Curriculum, Coordinator of Funded Programs, Technology Coordinator	On-going	none	None
E. Create electronic spaces for teachers to dialogue and exchange ideas on instructional strategies and practices, and develop skill competency.	3	OCS Technology Coordinator	Fall, 2004	none	None

## SECTION 7D

## TECHNOLOGY DEPLOYMENT AND SUSTAINABILITY

Goal: 1 Catholic schools have sufficient technology resources for teaching, learning, and management.

Strategy and/or related Purchase	Phase Year	Person(s) Responsible	Expected Finish Date	Cost	Funding Source
A. Seek to maximize the access of funding sources for schools including e-rate, federal funds, grants and partnerships.	1-3	Technology Director + Grant writer	On-going	None	
B. Develop suggested minimum technology infusion levels for students, administrators, teachers and support staff.	2	Technology Director + Advisory Committee	2004	None	
C. Encourage and facilitate collaborative purchasing.	1	Office of Information Technology		None	
D. Develop procedures and effective models in school budgeting for training, hardware repair and maintenance, life cycle replacement and appropriate licensing.	2	Dir. Of Technology + OIT	2004	None	
E. Ensure that there is adequate power to support existing and future technology resources planned for individual schools and that power complies with all fire, safety, and electrical regulations.	1-3	Dept. of Buildings and Facilities	On-going	\$20 - \$30 million	Big Shoulders Fund, Archdiocesan grant, parish / school fundraising
F. Provide and publish information on leasing strategies and other creative financing options.	1-3	Dir. Of Technology + OIT	On-going	None	

<b>Goal: 2</b>	<b>Catholic schools electronically network with the Archdiocese and each other.</b>
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Strategy and/or related Purchase	Phase Year	Person(s) Responsible	Expected Finish Date	Cost	Funding Source
A. Determine an Archdiocese-wide networking strategy for linking all schools and classrooms and providing schools with an electronic mail system, calendar, and document sharing.	1-2	OIT	2004	\$100,000	OIT budget, local schools
B. Identify and leverage cooperative infrastructure for Internet access and Wide Area networking opportunities.	1-3	OIT	On-going	\$1 million	Local schools
C. Develop procedures and effective models of ubiquitous access to computer technology in schools.	3	Dir. Of Technology + Advisory	2005	None	

<b>Goal: 3</b>	<b>Catholic schools leverage resources and programs to ensure adequate technology services.</b>
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Strategy and/or related Purchase	Phase Year	Person(s) Responsible	Expected Finish Date	Cost	Funding Source
A. Provide a mechanism to coordinate and align school technical needs with available OIT services to schools.	1	OIT + Dir. Of Technology	2003	None	
B. Develop a committee to advise OCS on areas of greatest need and most desired technology services.	1	Dir. Of Technology	2003	None	
C. Build internal capacity by identifying and supporting school level technology leaders with additional technical training opportunities.	2	Dir. Of Technology + OIT	2003	\$50,000	Foundation Grants
D. Develop cooperative outsourcing arrangements for maintenance and technical support.	3	Dir. Of Technology + OIT	2005	None	

<b>Goal: 4</b>	<b>Catholic schools adopt technology policies for the acquisition, deployment, utilization and support of educational technology and school management.</b>
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Strategy and/or related Purchase	Phase Year	Person(s) Responsible	Expected Finish Date	Cost	Funding Source
A. Develop and promulgate technology policies (Internet, acceptable use, electronic tools) for employees and students that are CIPA compliant.	1	Dir. Of Technology + Advisory Committee	2003	None	
B. Assist schools in developing standards and procurement recommendations for the purchase of hardware and software.	1-3	OIT + Advisory Committee	On-going	None	
C. Develop, endorse and publish Archdiocesan technical standards for operating software, network protocols and new hardware purchases.	2	OIT + Advisory Committee	2004	None	
D. Develop guidelines and standards to support technology in building construction and renovation.	1	OIT + Dir. Of Technology	2003	None	

<b>Goal: 5</b>	<b>Catholic schools utilize electronic administrative management systems.</b>
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Strategy and/or related Purchase	Phase Year	Person(s) Responsible	Expected Finish Date	Cost	Funding Source
A. Develop standard practices for student, tuition and financial transaction and reporting systems appropriate for school use.	2	Dir. Of Technology + Advisory + OCS Consultants	2004	None	
B. Disseminate a database of administrative applications that meet recommended standards.	3	Dir. Of Technology	2005	None	
C. Develop cooperative purchasing agreements for the acquisition of administrative management systems.	3	Dir. Of Technology	2005	None	

**SECTION 7 (CONTINUED)**
**ASSESSMENT AND EVALUATION**
**STAKEHOLDER COMMUNITY INVOLVEMENT**
**ASSESSMENT AND EVALUATION**

<b>Goal 1</b>	Catholic schools, in partnership with the surrounding local and global communities, discover and leverage the educational, financial and technical resources available.
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Strategies for Closing the Gap	Phase	Assessment Strategies and Tools	Success Indicators	Person(s) Responsible
A. Develop an inventory of potential donors and resources to match against school needs.	All	Inventory Completed.	Inventory developed, maintained, updated used to match needs.	Technology Director, Technology Committee
B. Create materials to plan a successful technology development campaign.	1,2	Materials created.	Materials created and distributed.	Marketing Director, Technology Committee
C. Develop a school information packet to share with community businesses.	1,2	Packet checklist	Packet completed and shared.	Local Administrator, Technology Committee
D. Ensure that community resources will be discovered and leveraged.	All	Prepare list of possible local resources.	Resources identified used for local programs etc.	Local Administrator, Technology Committee
E. Identify curriculum areas where local businesses may participate in the learning experience.	All	Establish curriculum checklist for local participation.	Matches on checklist with local businesses.	Curriculum Committees, Administrator, Technology Committee
F. Identify resources available in the local and global community.	All	Prepare list of resources.	Resources identified on list.	Technology Committee

<b>Goal 2</b>	<b>Catholic schools strive for equity in Archdiocesan-wide uses of technology.</b>
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<b>Strategies for Closing the Gap</b>	<b>Phase</b>	<b>Assessment Strategies and Tools</b>	<b>Success Indicators</b>	<b>Person(s) Responsible</b>
A. Establish a cost-effective source for technical support.	3	Evidence of contacts, phone logs, etc.	Source established and in place.	Technology Director, IT, Technology Committee
B. Expand the network for efficient donation and refurbishment of technology.	All	Inventory list of donations, etc.	Expanded list of donors, etc.	Technology Director
C. Assist and enable parishes and schools to conduct local campaigns in support of education technology implementation.	All	Prepare materials.	Completed materials	Technology Director, Technology Committee
D. Solicit full support of the technology plan through a thoughtful and timely information awareness campaign.	1,2	Prepare materials.	Completed materials.	Technology Director, Marketing, Technology Committee

<b>Goal 3</b>	<b>Catholic schools provide enhanced learning opportunities and support for local school communities.</b>
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<b>Strategies for Closing the Gap</b>	<b>Phase</b>	<b>Assessment Strategies and Tools</b>	<b>Success Indicators</b>	<b>Person(s) Responsible</b>
A. Assess interest level and potential use of school resources.	1	Develop survey of interests.	Surveys distributed and returned.	Local administrator, technology committee



B. Provide guidelines to address security and personnel issues.	2	Establish list of security issues and personnel concerns.	Guidelines developed.	Local administrator, technology committee, Technology Director
C. Establish partnerships with local school communities that meet local needs.	All	Log of contacts, letters, etc	Partnerships developed	Local Administrator technology committee

<b>Goal 4</b>	<b>Catholic schools, in partnership with the associated local and global communities, leverage technology to enable and optimize communication and the exchange of information.</b>
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<b>Strategies for Closing the Gap</b>	<b>Phase</b>	<b>Assessment Strategies and Tools</b>	<b>Success Indicators</b>	<b>Person(s) Responsible</b>
A. Disseminate information and outcomes of the OCS Technology Plan to all stakeholder groups.	1	Plan completed and printed.	Plan distributed	Technology Director, Technology Committee
B. Maintain the Archdiocesan-wide planning advisory committee to monitor the ongoing development and implementation of the education technology plans for instruction, administration and communication.	All	Keep list of meetings ,agendas, attendance	Ongoing meetings	Technology Director

Goal: 5	Catholic schools will develop written technology plans that are based upon the mission and major goals of the OCS plan.
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Strategies for Closing the Gap	Phase	Assessment Strategies and Tools	Success Indicators
A. Determine, propose, and sponsor strategies that all schools develop comprehensive technology plans.	1, 2	Develop communication	Communication completed
B. Develop guidelines and provide planning information for all schools.	All	Develop guidelines; set up planning meetings	Guidelines established Meetings scheduled
C. Provide multiple workshops to orient school planning teams.	All	Workshops developed.	Workshops scheduled
D. Provide review services of school technology plans (Peer Review).	All	Establish teams	Peer Reviews scheduled
E. Ensure that schools incorporate the school technology plan into the School Improvement Plan.	All	Revise SIP to include tech planning	Included in SIP as

), vision and belief statements

	<b>Person(s) Responsible</b>
ected, sent	Technology Director
id.	Technology Director
d.	Technology Director
ied.	Technology Director
ompleted	Technology Director Vicariate Assistant Supt

**ENGAGED LEARNING**
**ASSESSMENT AND EVALUATION**

<b>Goal 1</b>	<b>Catholic schools integrate technology competencies into the process of content-based teaching and learning in all disciplines at all instructional levels. (Engaged Learning)</b>
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<b>Strategies for Closing the Gap</b>	<b>Phase</b>	<b>Assessment Strategies and Tools</b>	<b>Success Indicators</b>	<b>Person(s) Responsible</b>
A. Design and develop awareness of opportunities for incorporating the principles of Engaged Learning.	1-3	Assess administrator understanding of Engaged Learning through dialog at Council Meetings	Majority of administrators at each Council knows and understands the principles.	Vicariate Assistant Supts. and OCS Technology Coordinator
B. Highlight Engaged Learning principles at curriculum workshops	1-3	Review written summaries of workshops offered	Majority of workshops offered include some usage of Engaged Learning	Technology Advisory Committee and OCS Technology coordinator
C. Incorporate technology integration strategies within the agenda of the Curriculum Advisory Committee	1	Review agenda	Some strategies occur	Dir. Of Technology + CAC
D. Investigate the development of incentives to encourage educators to incorporate technology instruction in an innovative way.	3	Contact other diocese and school districts	Incentives identified	Associate Superintendent
E. Identify and publish the location of model schools that incorporate Engaged Learning principles.	2-3	Review lists of model schools	<ul style="list-style-type: none"> <li>At least 10% of archdiocesan schools identified as models.</li> <li>Models schools distributed geographically across all six vicariates</li> </ul>	OCS Technology Coordinator and Vicariate Assistant Supts.

<b>Goal 2</b>	<b>Catholic schools, independently and collaborative use technology to communicate, access, analyze and evaluate information.</b>
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<b>Strategies for Closing the Gap</b>	<b>Phase</b>	<b>Assessment Strategies and Tools</b>	<b>Success Indicators</b>	<b>Person(s) Responsible</b>
A. Identify standards for the educational uses of technology by students.	1	Review published standards	Published standards reflect those consistent with at least two sets available from local or national sources	Technology Advisory Committee
B. Develop a system-wide strategy for the attainment of student technology competencies	2	Survey schools regarding awareness of communicated competencies	Majority of survey respondents are aware of the published competencies	TAC and OCS Technology Coordinator
C. Develop an alignment of technology initiatives with existing school improvement areas.	On-going	Review school improvement plans	Majority of plans align initiatives	TAC and OCS Technology Coordinator
D. Identify resources (listservs, chat rooms, forums, etc.) that allow for collaboration between teachers in curriculum development, joint class projects and mutual growth.	2-3	Review summarized lists of identified resources	<ul style="list-style-type: none"> <li>Summaries identify adequate variety of resources</li> <li>Resources are easily accessible</li> <li>Summaries provide examples of use for each listed resource</li> </ul>	

<b>Goal 3</b>	<b>Catholic schools align technology initiatives with school improvement goals for curriculum, instruction, and assessment.</b>
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<b>Strategies for Closing the Gap</b>	<b>Phase</b>	<b>Assessment Strategies and Tools</b>	<b>Success Indicators</b>	<b>Person(s) Responsible</b>
A. Ensure that written curriculum guides and programs appropriately infuse technology into content, instruction and assessment.	On-going	Review published written curriculum guides and program offerings and resource materials for infusion of technology	Each document and curriculum resource includes some valid technology infusion	OTC, TAC and CAC

B. Identify and publish promising educational technology practices through OCS communications.	1-3	Review and report on OCS communications	Majority of OCS communications include some promising technology practices	OTC and TAC
C. Encourage leadership in developing innovative pilot projects.	1-3	Examine projects	By year 3, at least 25 projects will be identified and documented	OTC and TAC
D. Identify vendors that provide appropriate applications and solutions.	On-going	Summary of available vendors	<ul style="list-style-type: none"> <li>Vendors are available in all geographic areas of the archdiocese</li> </ul>	OTC and TAC

**PROFESSIONAL DEVELOPMENT**
**ASSESSMENT AND EVALUATION**

<b>Goal 1</b>	<b>Catholic School professional staff (Administrators, Teachers, Librarians, Specialists) and support staff demonstrate competencies in technology skills and practices related to their responsibilities.</b>
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Strategies for Closing the Gap	Phase	Assessment Strategies and Tools	Success Indicators	Person(s) Responsible
A. Identify a person or persons at each school to form a technology committee or focus group to forward Archdiocesan and local technology goals.	1	Collect lists of local committee members	Tally of school lists indicate committees formed at a majority of archdiocesan schools	Building administrator and OCS Technology Coordinator
B. Select a standard competency document (for example ISTE- International Society for Technology and Education) and communicate that document's availability	1	Monitor publication of adopted competencies	Reviewed artifacts from communicated publications	OTC and Technology Advisory Committee
C. Identify or develop tools to measure the attainment of professional and support staff technology competencies.	2	Pilot test the assessment of competencies	Positive feedback from pilot group	OTC and TAC
D. Ensure that school level and/or individual staff development plans appropriately infuse technology.	On-going	Review plans to identify the inclusion of technology	Technology staff development planned advances the assessed levels of staff competency	Principals and Vicariate Assistant Supts.
E. Identify providers who can address local staff development needs for both individuals and faculties.	On-going	Review lists of providers for completeness	Lists are viewed as "useful" for local planning	OTC and TAC
F. Revise the OCS job descriptions to include technology competencies required for the position.	2	Review all available job descriptions	Technology competency levels are included in each job description	Associate Supts.

<b>Goal 2</b>	<b>Professional development reflects current research and best practice.</b>
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<b>Strategies for Closing the Gap</b>	<b>Phase</b>	<b>Assessment Strategies and Tools</b>	<b>Success Indicators</b>	<b>Person(s) Responsible</b>
A. Create electronic spaces where information can be accessed and shared.	3	Pilot usage of electronic spaces	Pilot participants provide favorable user response to shared information	OTC
A. Identify and promote participation in professional organizations.	On-going	Written and electronic surveys of each school	One third (33%) of archdiocesan schools identify at least one staff member holding membership in existing professional organizations	OTC
B. Identify and maintain a database of instructors, agencies and resources that promote current research and best practice.	2-3	Review of the database and a survey of local schools to obtain additional resources for the database	<ul style="list-style-type: none"> <li>Database provides a variety of agencies and resources</li> <li>Resources reflect availability in all areas of the archdiocese</li> </ul>	OTC and TAC

<b>Goal 3</b>	<b>Professional development technology needs will be fully funded.</b>
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<b>Strategies for Closing the Gap</b>	<b>Phase</b>	<b>Assessment Strategies and Tools</b>	<b>Success Indicators</b>	<b>Person(s) Responsible</b>
A. Develop a system-wide staff development plan that effectively uses federal funds and external funds.	2	<ul style="list-style-type: none"> <li>Review of staff development offerings</li> <li>Review of registration for each offering</li> <li>Participant evaluation of programs attended</li> </ul>	<ul style="list-style-type: none"> <li>Breadth of the range of the planned offerings</li> <li>Adequate registration and participation for all offerings</li> <li>Majority of positive evaluations</li> </ul>	Funded Programs Coordinator, OTC and TAC
B. Secure funds to design and deliver comprehensive staff development.	2	Summary report of funds accessed	<ul style="list-style-type: none"> <li>All available fund sources accessed</li> <li>Funds received and used</li> </ul>	OTC and TAC
C. Provide assistance to local schools in accessing federal and external funds.	On-going	Written or electronic survey of school administrators or technology coordinators	Majority of respondents are satisfied or pleased with assistance received	OTC



<b>Goal 4</b>	<b>Catholic schools provide professional development in technology to support and enhance curriculum, instruction and assessment.</b>
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<b>Strategies for Closing the Gap</b>	<b>Phase</b>	<b>Assessment Strategies and Tools</b>	<b>Success Indicators</b>	<b>Person(s) Responsible</b>
A. Develop, deliver, and facilitate diverse technology staff development offerings.	On-going	Review published registration materials	Artifacts of provided offerings include a diverse variety	OTC and TAC
B. Ensure that SIP Professional Development Plans incorporate current research and best practice in technology.	On-going	Review school improvement plans at the time of SIP visitation	SIP Improvement Plans identify some technology recommendations at a majority of the schools involved	VAS and/or SIP Coordinators
C. Provide electronic accessibility to OCS documents and guides that support curriculum and instruction.	On-going	Review of web site for available documents	List of available documents	OTC and OCS staff
D. Infuse the application of technology into all inservice and training provided by OCS.	On-going	Identify technology component or application in each inservice/training opportunity provided	Majority of offerings include a technology component or application	OTC and OCS staff
E. Create electronic spaces for teachers to dialogue and exchange ideas on instructional strategies, practices, skills and competencies.	3	Pilot usage of electronic spaces	Log of pilot participation by educators reflects consistent, ongoing usage	OTC

**TECHNOLOGY DEPLOYMENT AND SUSTAINABILITY**
**ASSESSMENT AND EVALUATION**
**Goal 1** Catholic schools have sufficient technology resources for teaching, learning, and management.

Strategies for Closing the Gap	Phase	Assessment Strategies and Tools	Success Indicators	Person(s) Responsible
A. Seek to maximize funding sources for schools including the access of e-rate, federal funds, grants and partnerships.	On-going	Annual Survey	Average dollar amount increases each year.	Dir. Of Technology
B. Develop suggested minimum technology infusion levels for students, administrators, teachers and support staff.	2	Existence of published guide	Guide exists	OIT + Dir. Of Technology
C. Encourage and facilitate collaborative purchasing.	1	Suggested vendor lists and master contracts	Instances of collaboration increase	OIT + Dir. Of Technology
D. Develop procedures and effective models in school budgeting for training, hardware repair and maintenance, life cycle replacement and appropriate licensing.	2	Existence of published guide	Guide exists	OIT + Dir. Of Technology
E. Ensure that there is adequate power to support existing and future technology resources planned for individual schools and that power complies with all fire, safety, and electrical regulations.	On-going	Archdiocesan facilities data	Within 5 years sufficient power exists	Dir. Of Technology + Buildings/Facilities Dept.
F. Provide and publish information on leasing strategies and other creative financing options.	On-going	Published information	Information is published	Dir. Of Technology

<b>Goal 2</b>	<b>Catholic schools electronically network with the Archdiocese and each other.</b>
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<b>Strategies for Closing the Gap</b>	<b>Phase</b>	<b>Assessment Strategies and Tools</b>	<b>Success Indicators</b>	<b>Person(s) Responsible</b>
A. Determine an Archdiocese-wide networking strategy for linking all schools and classrooms and providing schools with an electronic mail system, calendar, and document sharing.	1-2	Published document	Strategy is published	OIT + Dir. Of Technology
B. Identify and leverage cooperative infrastructure for Internet access and Wide Area networking opportunities.	1-3	Agreement document	Cooperative agreements exist	OIT + Dir. Of Technology
C. Develop procedures and effective models of ubiquitous access to computer technology in schools.	3	Newsletters and other publications	Models and procedures identified	CAC + Tec. Team

<b>Goal 3</b>	<b>Catholic schools leverage resources and programs to ensure adequate technology services.</b>
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<b>Strategies for Closing the Gap</b>	<b>Phase</b>	<b>Assessment Strategies and Tools</b>	<b>Success Indicators</b>	<b>Person(s) Responsible</b>
A. Provide a mechanism to coordinate and align school technical needs with available OIT services to schools.	1	Published document	Mechanism exists	OIT + Dir. Of Technology
B. Develop a committee to advise OCS on areas of greatest need and most desired technology services..	1	Roster of Committee	Committee exists	Dir. Of Technology
C. Build internal capacity by identifying and supporting school level technology leaders with additional technical training opportunities.	2	Written and electronic surveys of each school	25% of schools identify and begin training in first year	OIT + Dir. Of Technology